

Agenda Item Form

Agenda Date: 03/23/04

Districts Affected: All

Dept. Head/Contact Information: Human Resources, Terry Bond, (915) 541-4509

Type of Agenda Item:

- | | | |
|---|---|---|
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Staffing Table Changes | <input type="checkbox"/> Board Appointments |
| <input type="checkbox"/> Tax Installment Agreements | <input type="checkbox"/> Tax Refunds | <input type="checkbox"/> Donations |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement | <input type="checkbox"/> Budget Transfer | <input type="checkbox"/> Item Placed by Citizen |
| <input type="checkbox"/> Application for Facility Use | <input type="checkbox"/> Bldg. Permits/Inspection | <input checked="" type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application |
| <input type="checkbox"/> Other _____ | | |

Funding Source:

- ☐ General Fund
- ☐ Grant (duration of funds: _____ Months)
- ☐ Other Source: _____

Legal:

- ☒ Legal Review Required Attorney Assigned (please scroll down): Lupe Cuellar ☒ Approved ☐ Denied

Timeline Priority: ☒ High ☐ Medium ☐ Low # of days: _____

Why is this item necessary:

This amendment, which was approved by the Civil Service Commission on 3/11/04, would remove the job specifications from the ordinance process. With the approval of this change, job specifications will be approved by City Council resolution after approval of the Civil Service Commission which would save 2 weeks in the process.

Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

N/A

Statutory or Citizen Concerns:

None anticipated

Departmental Concerns:

None anticipated.


84 21 04 PM 12 48
CITY CLERK'S OFFICE

Human Resources Department

MEMORANDUM

DATE: March 18, 2004

TO: Mayor & City Council Representatives

FROM: Terry A. Bond, Director
Human Resources 

SUBJECT: Ordinance Amending Ordinance 8064

The Human Resources Department brings forward for your consideration an Ordinance Amending Ordinance 8064, Civil Service Rules and Regulations, Section 2, Classification Plan. This amendment would remove job specifications from the ordinance process, thus allowing them to be created or revised more quickly and efficiently. With the approval of this change, job specifications will be approved by City Council resolution after approval of the Civil Service Commission.

We recommend Council approval of the amendment.

Thank you for your consideration.

TAB/du

Enclosure: 1

AN ORDINANCE AMENDING ORDINANCE 8064 (THE CLASSIFICATION AND
COMPENSATION PLAN) TO AMEND THE PROCEDURES FOR AMENDING OR
ADDING JOB SPECIFICATIONS

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

1. That Ordinance No. 8064, the Classification and Compensation Plan, shall be amended as follows, as recommended by the Civil Service Commission:

Section 2, Classification Plan is amended to read as follows:

Section 2. CLASSIFICATION PLAN

The Classification Plan in use by the City when this ordinance is adopted shall be the official Classification Plan of the City of El Paso.

The Classification Plan consists of three basic parts, as follows:

1. A listing of established classes and written job specifications to cover each position included in the Plan.
2. A system for keying all covered positions into the Plan, so that each position can be suitably identified.
3. Rules and procedures for keeping the classification Plan up-to-date.

2.1 ALPHABETICAL LISTING OF CLASSES

The alphabetical listing of job classes in use by the City when this ordinance is adopted shall be the official listing of established job class titles with their corresponding codes and grades which are hereby adopted as covering the positions included in the classification Plan.

2.2 ADOPTION OF CLASS SPECIFICATIONS

The job specifications describing the typical duties and defining the minimum requirements for all positions in the classified service currently adopted and in use by the City are hereby adopted.

- A) The title of each class specification shall be the official designation of the class of positions to which it is assigned.
- B) Each of the job specifications will include a general purpose statement that has a definition of the distinguishing characteristics of each class of positions in the Plan. It shall indicate and be construed as setting forth in general terms only the scope of responsibility or responsibilities delegated and the inherent kind or kinds of work to be performed by employees in the job class, as well as the type of supervision received from above, if any, and the extent of authority exercised over others, if any.
- C) The job class specifications shall describe typical duties that may be assigned. The duties listed are to be construed as setting forth examples representative of specific operations and services usually and customarily performed by

employees in the class of positions that involve the competent application of the normally required knowledge, abilities and skills. It is not to be assumed that each example listed will be performed by all employees within the job class nor that any one employee therein will perform only the examples listed. The example of duties are illustrative only with respect to the class of positions as a whole and do not prescribe the duties of any employee holding a position therein. Department heads shall have the right to assign employees to duties not included in the list of duties performed, provided such duties are similar in nature to those described, and utilize knowledge, abilities and skills of comparable scope or level to those required. In addition, department heads shall also have the right to assign employees to common miscellaneous duties not explicitly described when necessary for such organizational effectiveness and efficiency purposes as sustaining and balancing work flow, and developing employee capabilities. These general incidental assignments do not exceed the bounds of the job class to which the incumbent's position has been allocated.

They include, but are not limited to the following examples:

- Temporarily substitute on designated aspects of work of absent employees as qualified.
 - Impart functional knowledge to less experienced employees.
 - Participate in special projects or represent the organization on ad hoc committees.
 - Engage in selected responsibilities of other positions under closer than normal supervision for training purposes.
 - Record and report status and results of activities.
 - Maintain workplace, tools, equipment and materials in clean, orderly, safe and operable conditions.
- D) The minimum qualifications in the job specifications shall be the basis for the admission or rejection of applicants to examinations for the respective job classes in the Plan.
- E) Additions, deletions and revisions of the job specifications shall be amendments made through resolution, upon approval of the Civil Service Commission and City Council.

2.3 ALLOCATION OF POSITIONS TO JOB CLASSES

Each position in the classified service shall be classified by the Human Resources Department and submitted to the Civil Service Commission for approval and then to City Council for final approval in accordance with the rules of the Civil Service Commission.

2. Any other provisions of Ordinance 8064 relating to job classification or job specifications which conflict with these provisions are hereby rescinded.

3. All ordinances or parts of ordinances pertaining to the Classification and Compensation Plan which are in conflict with this ordinance heretofore issued are hereby repealed.

PASSED AND APPROVED this 6th day of April 2003.


THE CITY OF EL PASO

Joe Wardy
Mayor

ATTEST:

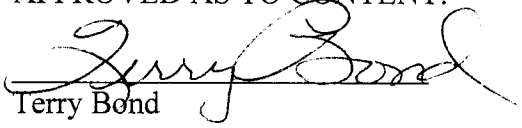
Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:



Guadalupe Cuellar
Deputy City Attorney

APPROVED AS TO CONTENT:



Terry Bond
Human Resources Director

APPROVED BY THE CIVIL SERVICE COMMISSION ON MARCH 11, 2004.

By 

SECRETARY

Alphabetical Listing of Job Classes

Title	Code	Plan	Grade
Abandoned Vehicle Supervisor	174900	GS	19
Accessibility ADA Coordinator	569400	PM	74
Accessibility Specialist	978400	GS	22
Accountant I	521700	PM	72
Accountant II	521800	PM	75
Accountant III	522000	PM	79
Accountant IV	522200	PM	81
Accounting Clerk	112200	GS	16
Accounting Technician	112300	GS	20
Administrative Analyst	534700	PM	78
Administrative Assistant	153500	GS	23
Aging Services Administrator	531600	PM	77
Airport Labor Supervisor	336800	GS	23
Airport Maintenance Lead Worker	392600	GS	15
Airport Maintenance Superintendent	532200	PM	80
Airport Maintenance Worker	392500	GS	13
Airport Materials Specialist	173000	GS	16
Airport Operations Officer	531900	PM	77
Airport Operations Superintendent	532300	PM	80
Airport Operations Support Supervisor	147400	GS	22
Airport Program Manager	532000	PM	79
Airport Public Relations Coordinator	531000	PM	75
Airport Systems Technician	942600	GS	20
Animal Diets Specialist	936200	GS	17
Aquatics Program Supervisor	518700	PM	71
Aquatics Supervisor	518900	PM	72
Aquatics Support Clerk	112500	GS	16
Archeology Museum Assistant Collections Curator	512000	PM	70
Archeology Museum Assistant Education Curator	512400	PM	70
Architect	587100	PM	79
Architectural Intern	587500	PM	75
Archives & Records Analyst	555600	PM	74
Archives & Records Manager	555200	PM	79
ARFF Supervisor	770600	C	3
ARFF Technician I	770100	C	1
ARFF/Fuel Sfty Tech	770200	C	2
Art Museum Assistant Curator	512100	PM	70
Art Museum Curator	512500	EX	J
Art Museum Registrar	935100	PM	70
Arts and Culture Director	517100	EX	G
Arts Audience Development Coordinator	517200	PM	73
Arts Grants Coordinator	517600	PM	72
Arts Program Coordinator	517300	PM	73
Arts Technical Coordinator	517400	PM	73
Assistant Airport Operations Officer	532100	PM	73
Assistant City Engineer	584800	EX	D
Assistant Deputy Director for Communications	553800	EX	I
Assistant Director of Office of Management and Budget	527700	EX	F
Assistant Director of Planning, Research and Development	572800	EX	D

Alphabetical Listing of Job Classes

Title	Code	Plan	Grade
Assistant Purchasing Director	523800	EX	I
Assistant Transit Director Administration & Development	533400	EX	F
Assistant Transit Director Operations & Maintenance	533600	EX	E
Assistant Trans-Pecos Systems Coordinator	515500	PM	77
Associate Code Compliance Inspector	913500	GS	16
Associate Hydrogeologist	554600	PM	76
Auditor I	521100	PM	73
Auditor II	521200	PM	76
Auditor III	521300	PM	79
Automated Refuse Collection Operator	334600	GS	15
Automotive Body Repairer	370700	GS	17
Automotive Maintenance Ticket Writer	342000	GS	16
Automotive Service Field Worker	392400	GS	14
Automotive Service Worker I	392100	GS	11
Automotive Service Worker II	392200	GS	13
Automotive Shop Helper	391500	GS	13
Automotive Technician I	376100	GS	17
Automotive Technician II	376200	GS	19
Automotive Technician III	376300	GS	21
Automotive Technician Supervisor	335700	GS	23
Aviation Administration Assistant Director	531300	EX	F
Aviation Development Assistant Director	532400	EX	H
Aviation Operations & Security Assistant Director	531100	EX	F
Bid Clerk	175000	GS	17
Budget & Services Manager	526500	PM	76
Budget Coordinator I	526100	PM	75
Budget Coordinator II	526200	PM	78
Budget Management Analyst I	527100	PM	74
Budget Management Analyst II	527200	PM	77
Budget Management Analyst III	527300	PM	80
Budget Specialist	137800	GS	22
Building Inspector	914100	GS	22
Building Inspector Supervisor	914200	GS	24
Building Maintenance Supervisor	336300	GS	23
Building Maintenance Worker I	343100	GS	14
Building Maintenance Worker II	343200	GS	19
Building Permits & Inspections Assistant Director	582400	EX	E
Building Permits & Inspections Director	540900	EX	B
Buyer	175100	GS	23
Capital Assets Manager	584500	EX	E
Capital Improvements Program Administrator	522500	EX	F
Carpenter	370500	GS	16
Cashier Clerk	111000	GS	9
Cashier I	111100	GS	12
Cashier II	111200	GS	16
CDBG Contract Administrator	579000	PM	75
Central Control Operator	340600	GS	20
Central Maintenance Services Supervisor	336400	GS	25
Certified Firefighter Trainee	732800	GS	19

Alphabetical Listing of Job Classes

Title	Code	Plan	Grade
Chemist	551100	PM	73
Chief Architect	587200	EX	G
Chief Building Inspector	540400	PM	77
Chief Coach Operator	323400	GS	18
Chief Construction Inspector	919500	PM	76
Chief Financial Officer/Deputy Chief Administrative Officer	529900	EX	AA
Chief Plans Examiner	975200	PM	77
Chief Sanitary Design Engineer	586300	EX	F
Chief Urban Planner/Comprehensive Land Use and Transportation Planning	572600	EX	H
Chief Urban Planner/Land Development Current Planning	572700	EX	H
Children's Library Services Supervisor	516700	PM	75
Children's Services Specialist	514700	PM	77
City Engineer	585000	EX	B
Civil Engineer Associate I	581100	PM	75
Civil Engineer Associate II	581200	PM	78
Civil Engineer III	581300	PM	80
Civil Engineer IV	581400	PM	82
Civil Service Commission Recorder	184500	GS	22
Classification & Compensation Manager	562800	PM	79
Clerical Assistant	131400	GS	6
Clerical Supervisor	152500	GS	16
Clerk II	131200	GS	9
Clerk III	131300	GS	13
Clerk Typist II	181200	GS	9
Clerk Typist III	181300	GS	13
Coach Air Conditioning Heating Mechanic I	371400	GS	17
Coach Air Conditioning / Heating Mechanic II	371500	GS	19
Coach Body Shop Supervisor	338000	GS	23
Coach Maintenance Chief	338200	GS	26
Coach Maintenance Superintendent	547500	PM	82
Coach Maintenance Supervisor	338100	GS	23
Coach Mechanic I	378100	GS	17
Coach Mechanic II	378200	GS	19
Coach Mechanic III	378300	GS	21
Coach Operator	323200	GS	17
Coach Operator Trainee	323100	GS	11
Code Compliance Inspector	913800	GS	18
Code Compliance Supervisor	913900	GS	22
Collections Supervisor	113600	GS	21
Communication Dispatcher I	147100	GS	13
Communication Dispatcher II	147200	GS	18
Communications Assistant Manager	554200	PM	76
Communications Manager	554300	PM	79
Communications Specialist	943100	GS	17
Community and Human Development Director	579400	EX	C
Community Development Grants & Program Administrator	577600	PM	82
Comptroller	527900	EX	B
Computer Applications Support Supervisor	944700	GS	25
Consumer Affairs Administrator	593700	PM	78

Alphabetical Listing of Job Classes

Title	Code	Plan	Grade
Contract Compliance Administrator	530200	PM	77
Contract Compliance Specialist	977200	GS	23
Contracts Development Manager	530300	PM	79
Court Liaison Clerk	135300	GS	15
Court Liaison Supervisor	153000	GS	17
Courts Assistant Municipal Clerk	532500	EX	H
Crime Analyst	551400	PM	76
Criminal Intelligence Liaison	551500	PM	75
Cross Connect Control Technician	910800	GS	19
Curator Of Museums	512500	EX	J
Custodial Foreman I	314500	GS	11
Custodial Services Coordinator	314100	GS	15
Custodial Supervisor	314800	GS	17
Custodial Worker	314200	GS	7
Customer Accounts Tax Clerk II	134400	GS	15
Customer Accounts Tax Clerk III	134500	GS	18
Customer Relations and Billing Supervisor	134300	GS	20
Customer Relations Clerk	134100	GS	13
Customer Relations Manager	539900	PM	77
Customer Relations Representative	134200	GS	17
Customer Service Assistant Manager-EPWU	591800	PM	75
Customer Service Inspector	151200	GS	15
Customer Service Manager	591900	PM	82
Customer Service Supervisor I	152100	GS	18
Customer Service Supervisor II	152200	GS	23
Customer Service Worker	151100	GS	13
Departmental Research Assistant	534100	PM	71
Deputy Chief Administrative Officer	586900	EX	A
Deputy City Clerk	532800	PM	76
Deputy Court Clerk I	133100	GS	13
Deputy Court Clerk II	133200	GS	18
Deputy Director For Communications	553900	EX	G
Deputy Museums Director	612600	EX	J
Desk-Top Publishing Technician	941300	GS	19
Digital Control Supervisor	943400	GS	22
Director Of Aviation	539100	EX	A
Director of Parks & Recreation	515900	EX	B
Director Office of Management and Budget	527500	EX	B
Disbursements Supervisor	115500	GS	23
E.P.W.U. Business Strategy Analyst	593400	PM	81
Economic Development Assistant Director	559700	EX	G
Economic Development Director	559800	EX	B
Economic Program Analyst I	559400	PM	74
Economic Program Analyst II	559300	PM	76
Education/Graphics Technician	936400	GS	22
Electrical Engineer Associate I	580100	PM	75
Electrical Engineer Associate II	580200	PM	78
Electrical Engineer III	580300	PM	80
Electrical Engineer IV	580400	PM	82

Alphabetical Listing of Job Classes

Title	Code	Plan	Grade
Electrical Inspector	915100	GS	22
Electrical Inspector Supervisor	915200	GS	24
Electrical Plan Reviewer	975500	GS	26
Electrician	371100	GS	19
Electrician Supervisor	371300	GS	25
Electrician's Helper	391700	GS	11
Electronic Control Specialist	943200	GS	21
Electronics Technician	942500	GS	19
Elephant Supervisor	935400	GS	18
Employee Services Administrator	563500	PM	80
Employment Services Manager	562900	PM	79
Energy Manager	549300	PM	80
Engineering Aide	970100	GS	9
Engineering Division Manager	584600	EX	F
Engineering Section Chief	584700	EX	G
Engineering Service Manager	597500	EX	C
Engineering Technician I	973100	GS	15
Engineering Technician II	973200	GS	20
Engineering Technician III	973300	GS	24
Engineering Technician IV	973400	GS	26
Environmental Compliance Manager	595500	EX	G
Environmental Enforcement Inspector	910600	GS	17
Environmental Engineer III	585400	PM	80
Environmental Engineering Associate I	585200	PM	75
Environmental Engineering Associate II	585300	PM	78
Environmental Engineering Technician I	972000	GS	24
Environmental Engineering Technician II	972100	GS	26
Environmental Services Inspector	150100	GS	16
EPWU Business Strategy Analyst	593400	PM	81
EPWU Chief Finance Officer	524100	EX	C
EPWU Chief Operations Officer	597800	EX	B
EPWU Chief Technical Officer	598100	EX	B
EPWU Colonias & Border Projects Manager	592000	EX	H
EPWU Communication Dispatcher Supervisor	147300	GS	21
EPWU Construction Superintendent - Sewer	332800	GS	26
EPWU Construction Supervisor I Sewer	332100	GS	19
EPWU Construction Supervisor I Water	332600	GS	19
EPWU Construction Supervisor II Sewer	332200	GS	22
EPWU Construction Supervisor II Water	332700	GS	22
EPWU Engineer Section Chief	586200	EX	G
EPWU Fleet & Building Maintenance Superintendent	547100	PM	80
EPWU Human Resources Manager	592300	EX	H
EPWU Labor Lead Worker I - Sewer	394500	GS	13
EPWU Labor Lead Worker I Water	394700	GS	13
EPWU Labor Lead Worker II - Sewer	394600	GS	17
EPWU Labor Lead Worker II Water	394800	GS	17
EPWU Laboratory Services Manager	551000	PM	80
EPWU Materials Control Technician	174700	GS	19
EPWU Personnel Coordinator	162200	GS	20

Alphabetical Listing of Job Classes

Title	Code	Plan	Grade
EPWU Plant Operator I	340100	GS	12
EPWU Plant Technician I	340700	GS	17
EPWU Pretreatment Engineer	595300	PM	81
EPWU Pretreatment Supervisor	910400	GS	21
EPWU Program Administration Manager	586500	EX	G
EPWU Public Affairs Manager	592500	EX	J
EPWU Reclamation Plant Superintendent	546300	PM	80
EPWU Safety & Claims Coordinator	560600	PM	76
EPWU Sample Custodian	940600	GS	20
EPWU Sewage Plant Maintenance Supervisor	331700	GS	24
EPWU Sewage Plant Superintendent I	331100	GS	24
EPWU Sewage Plant Superintendent II	546100	PM	76
EPWU Sewage Plant Superintendent III	546200	PM	78
EPWU Sewer Lift Station Maintenance Supervisor	332300	GS	24
EPWU Strategic Business Manager	593200	EX	D
EPWU Wastewater Plant Assistant Superintendent	341100	GS	26
EPWU Wastewater Plant Technician II	340900	GS	20
EPWU Water Plant Assistant Superintendent	341000	GS	26
EPWU Water Plant Maintenance Supervisor	330700	GS	24
EPWU Water Plant Operations Supervisor	333400	GS	24
EPWU Water Plant Operator II	340200	GS	16
EPWU Water Plant Technician II	340800	GS	20
EPWU Water Rights Engineer	592100	PM	79
EPWU Water System Central Operations Supervisor	333300	GS	21
EPWU Water System Division Manager	597700	EX	C
Equipment Operator I	322100	GS	11
Equipment Operator II	322200	GS	15
Equipment Operator III	322400	GS	17
Executive Secretary	185500	GS	22
Facilities Maintenance Superintendent	518800	PM	76
Financial Reporting Manager	528700	EX	G
Fire Administrative Chief	734600	FS	7
Fire Assistant Chief	734800	FS	9
Fire Assistant Marshall	734300	FS	6
Fire Battalion Chief	733900	FS	6
Fire Captain	733800	FS	5
Fire Chief	734900	EX	A
Fire Deputy Chief	734700	FS	8
Fire District Chief	733900	FS	6
Fire Division Chief	734200	FS	6
Fire Lieutenant	733700	FS	4
Fire Maintenance Superintendent	734100	FS	7
Fire Marshall	734400	FS	8
Fire Med Services Assistant Chief	763300	EX	F
Fire Medic	760700	FS	1
Fire Medical Lieutenant	760300	FS	4
Fire Medical Services Deputy Chief	763700	FS	8
Fire Paramedic	760400	FS	2
Fire Protection Engineer	579700	PM	79

Alphabetical Listing of Job Classes

Title	Code	Plan	Grade
Fire Protection Engineer Associate	579600	PM	77
Fire Suppression Technician	733300	FS	2
Fire Suppression Technician II	732900	FS	3
Fire Training Chief	734500	FS	7
Firefighter	733200	FS	1
Firefighter Trainee	733100	GS	16
Firing Range Attendant	390700	GS	12
Fiscal Coordinator	528500	PM	74
Fiscal Support Supervisor	137700	GS	22
Fixed Route Assistant Superintendent	547700	PM	80
Fleet Coordinator	379100	GS	23
Fleet Maintenance Chief	337600	GS	26
Fleet Services Director	547400	EX	F
Foreign Trade Zone Manager	530700	PM	80
Forest Complex Supervisor	935500	GS	18
Geologist	554400	PM	74
Graffiti Coordinator	575300	PM	75
Grant Technician	946400	GS	18
Grant Writer	546700	PM	73
Grants Accounting Manager	528100	PM	77
Grants Coordinator	548500	PM	77
Grants Planner	548100	PM	74
Grants Specialist	546500	PM	71
Graphics Specialist	936500	PM	73
Graphics Technician	941200	GS	19
Groundskeeper	360100	GS	9
Groundskeeping Equipment Mechanic	344100	GS	19
Guard	723600	GS	8
Heavy Equipment Supervisor	330600	GS	25
History Museum Curator	512600	PM	74
Horticulturist	550400	PM	76
Housing Construction Specialist	978100	GS	24
Housing Construction Supervisor	978200	GS	27
Housing Program Administrator	578800	PM	80
Housing Program Specialist	578200	PM	74
Human Resources Assistant Director	563700	EX	F
Human Resources Director	563900	EX	C
Human Resources Payroll & Records	563600	PM	75
Hydrogeological Specialist	554800	PM	72
Hydrogeologist	554500	PM	80
Industrial Electrician	371200	GS	22
Industrial Engineer Associate I	582600	PM	75
Industrial Engineer Associate II	582700	PM	78
Industrial Engineer III	582800	PM	80
Industrial Engineer IV	582500	PM	82
Industrial Pretreatment Chemist	591300	PM	74
Information Entry Operator	144400	GS	12
Information Processor Operator	144500	GS	14
Information Systems Supervisor	144200	GS	17

Alphabetical Listing of Job Classes

Title	Code	Plan	Grade
Information Technology Director	544800	EX	B
Interagency Program Liaison	575600	PM	71
Internal Auditor	522300	EX	G
International Coach Operator	3237	GS	18
Inventory Coder	173800	GS	13
Labor Foreman I	394100	GS	13
Labor Foreman II	394200	GS	17
Laboratory Aide	940400	GS	9
Laboratory Analyst	940200	GS	20
Laborer	390200	GS	7
Land & Contract Administrator	530800	PM	77
Land and Contract Representative	157000	GS	22
Landfill Equipment Operator	321200	GS	17
Landscape Plan Reviewer	975600	GS	26
Latent Print Examiner	942300	GS	21
Legal File Clerk	132300	GS	6
Library Assistant	933000	GS	7
Library Branch Manager	514400	PM	77
Library Collection Dev Manager	514500	PM	77
Library Extension Services Administrator	515400	PM	81
Library Head Cataloger	516100	PM	77
Library Information Specialist I	933100	GS	12
Library Information Specialist II	933200	GS	17
Library Information Supervisor	933300	GS	21
Library Literacy Coordinator	516900	PM	75
Library System Director	514900	EX	D
Library-Head of General Reference	516200	PM	77
Loan Account Collection Specialist	155200	GS	12
Locksmith	377600	GS	15
Machinist	374300	GS	19
Main Library Administrator	515300	PM	81
Maintenance Mechanic I	342100	GS	15
Maintenance Mechanic II	342200	GS	19
Marketing Coordinator	556800	PM	75
Mechanic Engineer Associate I	580600	PM	75
Mechanic Engineer Associate II	580700	PM	78
Mechanic Engineer III	580800	PM	80
Mechanic Engineer IV	580900	PM	82
Mechanical Inspector	916100	GS	22
Mechanical Inspector Supervisor	916200	GS	24
Mechanical Plan Reviewer	975400	GS	26
Messenger I	130100	GS	9
Messenger II	130200	GS	13
Meter Reader	130500	GS	11
Meter Reader Supervisor	152000	GS	18
Mortgage Control Technician	133900	GS	20
Municipal Clerk	530100	EX	D
Municipal Court Hearing Officer	559500	PM	76
Museum Education Assistant Curator	512200	PM	70

Alphabetical Listing of Job Classes

Title	Code	Plan	Grade
Museum Education Curator	512300	PM	77
Museum Event Coordinator	139300	GS	22
Museum Facility Operations Supervisor	511600	GS	24
Museum Operations Assistant	397000	GS	11
Museum Preparator	511900	PM	73
Museum Store Manager/Merchandiser	512900	PM	74
Museums Development Coordinator	511800	PM	75
Museums Director	513000	EX	E
Neighborhood Relations Coordinator	576900	PM	74
Outreach Services Librarian I	515100	PM	73
Outreach Services Librarian II	515200	PM	75
Painter I	375100	GS	13
Painter II	375200	GS	16
Paralegal	559600	PM	72
Paratransit Coach Operations	323300	GS	16
Paratransit Operations Assistant Superintendent	547900	PM	74
Paratransit Operations Chief	155400	GS	22
Park Area Supervisor	365100	GS	22
Park Operations Manager	515700	EX	H
Park User Representative	133700	GS	21
Parking Enforcement Controller	152800	GS	15
Parking Meter Service Supervisor	372500	GS	19
Parking Meter Service Worker	372100	GS	15
Parks & Recreation-Aquatics Superintendent	518400	PM	78
Parks Engineer Technician	972700	GS	26
Parks Planner	571100	PM	75
Pavilion Complex Supervisor	935300	GS	18
Personnel & Accounting Clerk	160100	GS	15
Personnel & Payroll Clerk	160200	GS	17
Personnel Aide	161500	GS	13
Personnel Analyst I	562100	PM	72
Personnel Analyst II	562200	PM	75
Personnel Records Technician	162100	GS	17
Personnel Research Analyst	562400	PM	78
Personnel Technician I	922200	GS	17
Personnel Technician II	922300	GS	22
Personnel-Payroll Coordinator	160500	GS	20
Photocopy Operator	145800	GS	12
Photographic Laboratory Technician I	942100	GS	15
Photographic Laboratory Technician II	942200	GS	22
Pipe Layer	391900	GS	11
Plan Reviewer I	975000	GS	24
Plan Reviewer II	975100	GS	26
Planner I	570100	PM	72
Planner II	570200	PM	76
Planner III	570300	PM	80
Planning & Development Manager	592400	EX	H
Planning Research & Development Director	572900	EX	B
Planning Technician I	971100	GS	11

Alphabetical Listing of Job Classes

Title	Code	Plan	Grade
Planning Technician II	971200	GS	15
Planning Technician III	971300	GS	19
Planning Technician IV	971400	GS	22
Plumber	370300	GS	16
Plumbing Inspector	917100	GS	22
Plumbing Inspector Supervisor	917200	GS	24
Police Administrative Services Manager	524800	EX	F
Police Advanced Officer	754300	P	2
Police Alarm Monitor	146400	GS	11
Police Assistant Chief	756700	P	8
Police Captain	756300	P	6
Police Chief	756800	EX	A
Police Deputy Chief	756600	P	7
Police Detective	755100	P	2
Police Evidence & Supply Supervisor	174800	GS	23
Police Lieutenant	756200	P	5
Police Officer	754200	P	1
Police Public Information Specialist	556200	PM	75
Police Records Specialist I	146100	GS	11
Police Records Specialist II	146200	GS	13
Police Records Specialist III	146300	GS	15
Police Records Supervisor	154300	GS	23
Police Records Unit Supervisor	154400	GS	19
Police Senior Detective	755200	P	3
Police Senior Officer	754400	P	3
Police Sergeant	756100	P	4
Police Support Services Administrator	524700	PM	79
Police Tow Truck Operator	322700	GS	13
Police Toxicologist	551900	PM	75
Police Trainee	754100	GS	16
Police Training Manager	561300	PM	79
Police Word Processor Operator	144300	GS	15
Pool Maintenance Supervisor	377100	GS	23
Pretreatment Engineer Associate	595400	PM	78
Pre-Treatment Inspector-EPWU	910200	GS	19
Printing Equipment Operator II	145200	GS	16
Printing Supervisor	145600	GS	21
Procurement Analyst	552300	PM	75
Program Specialist	548600	PM	74
Property & Evidence Specialist	173200	GS	16
Property & Evidence Supervisor	174300	GS	20
Property Control Officer	171100	GS	19
Property Disposition Specialist	173300	GS	20
Public Affairs Coordinator	513300	PM	77
Public Information Clerk	141200	GS	12
Public Safety Calltaker	148600	GS	18
Public Safety Communicator	148800	GS	20
Public Safety Dispatcher - Fire	149100	GS	20
Public Safety Dispatcher - Police	148100	GS	20

Alphabetical Listing of Job Classes

Title	Code	Plan	Grade
Public Safety Dispatcher Shift Supervisor	149800	GS	25
Public Safety Senior Dispatcher - Fire	149200	GS	22
Public Services Librarian I	514100	PM	73
Public Services Librarian II	514200	PM	75
Purchasing Agent	523600	PM	78
Purchasing Director	523900	EX	E
Quality Control & Assurance Chemist	550900	PM	77
Quality Control Inspector	378600	GS	20
Receptionist	134600	GS	9
Recreation Leader I	961100	R	2
Recreation Leader II	961200	R	3
Recreation Leader III	961300	R	4
Recreation Program Supervisor	519100	PM	71
Recreation Services Coordinator	519300	PM	75
Recreation Services Manager	519400	EX	H
Recreation Services Supervisor	518100	PM	74
Recreation Specialist	963100	GS	17
Recruitment & Exam Analyst	562600	PM	77
Recycling Manager	541900	PM	76
Recycling Technician	911600	GS	19
Redevelopment Coordinator	558800	PM	77
Refuse Collection Assistant Route Foreman	334100	GS	11
Refuse Collection Division Supervisors	335400	GS	20
Refuse Collection Route Foreman	334200	GS	14
Refuse Collections Supervisor	334300	GS	18
Refuse Compactor Operator	321100	GS	11
Regional Recreation Superintendent	519700	PM	78
Relocation Officer	576400	PM	70
Relocation Representative	976600	GS	17
Residential Inspector	913600	GS	24
Residential Inspector Supervisor	913700	GS	26
Rideshare Program Coordinator	555800	PM	75
Right of Way Agent	593500	PM	74
Roofer	370900	GS	16
Safety Analyst	560800	PM	74
Safety Specialist	561900	PM	72
Safety Technician	941400	GS	19
Sanitation Officer	334400	GS	21
Sanitation Worker	390300	GS	9
Science Museum Curator	512800	PM	74
Secretary I	182100	GS	13
Secretary II	182200	GS	16
Secretary III	182300	GS	19
Senior Chemist	551200	PM	75
Senior Citizen Program Coordinator	576100	PM	76
Senior Citizen Program Representative	976100	GS	14
Senior Citizen Program Specialist	556700	PM	70
Senior Grants Planner	548400	PM	77
Senior Latent Print Examiner	942400	PM	73

Alphabetical Listing of Job Classes

Title	Code	Plan	Grade
Senior Scheduler	571500	PM	75
Senior Toll Collector	111700	GS	14
Senior Zoo Keeper	935600	GS	15
Sewage Collect Maintenance Superintendent	332500	GS	26
Sewage Collection Maintenance Supervisor	332400	GS	22
Sewage Lift Stations Superintendent	330300	GS	26
Sewage Plant Operator II	341200	GS	16
Sewage Plant Operator III	341300	GS	18
Sewer Systems Division Manager	597600	EX	C
Shuttle Bus Operator	323500	GS	14
Sign Painter	375800	GS	18
Social Services Administrator	576200	PM	80
Solid Waste Landfill Attendant	334000	GS	12
Solid Waste Management Assistant Director	338800	EX	J
Solid Waste Management Director	541800	EX	E
Solid Waste Operations Superintendent	334500	GS	26
Southwest Librarian	516600	PM	75
Special Promotions Coordinator	519500	PM	75
Sports Operations Supervisor	519600	PM	75
Sprinkler System Installer/Repairer	373700	GS	16
Station Operations Coordinator	153100	GS	23
Stores Clerk I	174100	GS	12
Stores Clerk II	174200	GS	15
Stores Supervisor	174400	GS	19
Street Operations Assistant	339300	GS	19
Street Operations Supervisor	339500	GS	25
Street Resurfacing Inspector	913400	GS	14
Streets Assistant Director	339800	EX	G
Streets Director	543900	EX	C
Supervisor Buildings & Grounds	335100	GS	23
Systems Accountant	521900	PM	77
Tax Assessor Collector	525500	EX	C
Tax Collections Supervisor	133800	GS	25
Tax Customer Accounts Supervisor	134000	GS	22
Tax Deputy Administrator	525300	EX	H
Telecommunications Technician	943700	GS	20
Tire Repairer	391300	GS	11
Toll Collection Superintendent	153900	GS	27
Toll Collection Supervisor	153700	GS	20
Toll Collector	111600	GS	9
Tourism Development Director	559900	EX	G
Trades Helper	391100	GS	11
Traffic Controls Planning Supervisor	573100	PM	77
Traffic Counter	973800	GS	6
Traffic Engineer Associate I	583100	PM	75
Traffic Engineer Associate II	583200	PM	78
Traffic Engineer III	583300	PM	80
Traffic Engineer IV	583400	PM	82
Traffic Engineer Specialist I	974200	GS	20

Alphabetical Listing of Job Classes

Title	Code	Plan	Grade
Traffic Engineer Technician I	974100	GS	15
Traffic Engineering Division Manager	583600	EX	F
Traffic Field Operations Manager	543100	PM	77
Traffic Signal Division Supervisor	948500	GS	25
Traffic Signal Installation Supervisor	948100	GS	19
Traffic Signal Maintenance Supervisor	948300	GS	23
Traffic Signal Technician	948200	GS	20
Traffic Signs & Markings Division Supervisor	375900	GS	24
Traffic Signs & Markings Worker I	375600	GS	13
Traffic Signs & Markings Worker II	375700	GS	16
Traffic Specialist II	974300	GS	24
Training & Development Manager	561100	PM	77
Training Specialist	561200	PM	74
Training Technician Instructor	135200	GS	18
Transit Coin Sorter Operator I	111500	GS	12
Transit Coin Sorter Operator II	111800	GS	14
Transit Communication Dispatcher	147800	GS	18
Transit Community Relation Manager	556900	PM	77
Transit Fleet Services Supervisor	335600	GS	21
Transit Information Clerk	134800	GS	7
Transit Operations Superintendent	547600	EX	G
Transit Planner	571300	PM	72
Transit Planning & Program Manager	571400	PM	80
Transit Program Manager	522600	PM	79
Transit Route Supervisor	918500	GS	21
Transit Safety & Security Coordinator	560700	PM	76
Transit Schedule Writer	947500	GS	20
Transit Stock Controller	552500	PM	74
Trans-Pecos Library Systems Coordinator	514300	PM	81
Transportation Planner I	573500	PM	74
Transportation Planner II	573600	PM	78
Transportation Planning & Program Manager	570500	EX	H
Treasury Services Analyst	528400	PM	72
Treasury Services Manager	528300	EX	H
User Support Specialist	144600	GS	15
Vehicle & Equipment Supervisor	376600	GS	20
Vehicle For Hire Inspect	721500	GS	17
Vehicle For Hire Supervisor	724900	GS	20
Vehicle Parts Specialist	172100	GS	16
Vehicle Parts Supervisor	172200	GS	20
Veterinary Technician Supervisor	936300	GS	23
Warehouse Supervisor EPWU	174600	GS	22
Warrant Supervisor	152400	GS	19
Wastewater Operations Control Analyst	550800	PM	80
Wastewater Treatment Manager	594900	EX	G
Wastewater Treatment Plant Operations Supervisor	331800	GS	24
Water & Wastewater Economic Analyst	544200	EX	J
Water Conservation Education Specialist	593100	PM	74
Water Conservation Manager	593000	PM	80

Alphabetical Listing of Job Classes

Title	Code	Plan	Grade
Water Conservation Technician	945400	GS	20
Water Distribution Superintendent	336900	GS	27
Water Distribution System Manager	586400	EX	I
Water Meter Repair Supervisor	373500	GS	20
Water Meter Repairer I	373100	GS	12
Water Meter Repairer II	373200	GS	15
Water Plant Operator III	340300	GS	18
Water Plant Superintendent	596200	PM	78
Water Production Assistant Superintendent	332900	GS	26
Water Production Superintendent	333100	PM	80
Water Reclamation & Biosolids Manager	595100	PM	81
Water Rights Clerk	137200	GS	15
Water Service Inspector	910900	GS	15
Water Supply Maintenance Supervisor	330100	GS	24
Water Supply Manager	595900	EX	F
Water Systems Manager	596900	EX	G
Water Utilities Engineer	582000	PM	82
Water Utility Chief Engineer	585900	EX	C
Water Utility Engineer Associate	581900	PM	78
Welder	370100	GS	19
Well Maintenance Worker I	320100	GS	14
Well Maintenance Worker II	320200	GS	19
Well Production Field Operator	340400	GS	15
Zoning Board Administrator	540500	PM	76
Zoning Board of Adjustment Secretary	912600	GS	24
Zoo Animal Curator	513500	PM	76
Zoo Area Supervisor	935900	GS	18
Zoo Assistant Facilities Supervisor	335200	GS	18
Zoo Collection Supervisor	935200	GS	21
Zoo Commissary Supervisor	936600	GS	18
Zoo Deputy Director	513200	EX	E
Zoo Director	513900	EX	B
Zoo Education Curator	513400	PM	77
Zoo Education Specialist	513600	PM	74
Zoo Exhibit Technician	935800	GS	19
Zoo Keeper	935700	GS	12
Zoo Maintenance Worker	397500	GS	9
Zoo Veterinarian	513100	PM	80
Zoo Veterinary Assistant	936100	GS	14
Zoo Veterinary Technician	936000	GS	20